

TITLE I
GENERAL DEPARTMENTAL PROCEDURES

CHAPTER 1
DEPARTMENTAL ORGANIZATION AND PROCEDURES

[Prior to 3/20/91, Corrections Department[291]]

201—1.1(904) Title I definitions.

“*Department*” means the department of corrections.

“*Deputy director*” means the administrator responsible for an operational division within the department of corrections. The four operational divisions are administration, community services, institutions and prison industries.

“*Director*” means the director of the department of corrections.

“*Plan of compliance*” means a schedule of action to be followed in correcting statute or rule deficiencies cited by the department of corrections.

“*Public official*” means any officer of the federal government, any state or a political subdivision thereof, receiving a salary or per diem, if elected or appointed or whether serving full-time or part-time.

201—1.2(904) Function. The department of corrections is mandated by Iowa Code chapter 904 and consists of a policy board, a director and four operational divisions.

The department is charged with the operation of the state’s penal institutions, four community corrections programs, prison industries, and corrections administration. It is further charged with accreditation and funding of community-based corrections’ programs, including, but not limited to pre-trial release, presentence investigation, probation, parole, residential facilities, work release centers and other duties provided for by law.

201—1.3(904) Location. The department of corrections is located in the Capitol Annex, 523 East 12th Street, Des Moines, Iowa 50319; telephone (515)281-4811. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

201—1.4(904) Board of corrections. The director of the department has, by statute, the advice and counsel of the board of corrections. This seven-member board is appointed by the governor with confirmation by the senate and its powers and duties are policymaking and advisory with respect to the services and programs operated by the department.

1.4(1) A quorum shall consist of two-thirds of the membership appointed and qualified to vote.

1.4(2) When a quorum is present, a position is carried by a majority of the qualified members of the board.

1.4(3) Copies of administrative rules and other materials considered are made a part of the minutes by reference.

1.4(4) Copies of the minutes are kept on file in the director’s office.

1.4(5) At each meeting the board shall set the date and location of the next meeting.

a. Notice of the meetings shall be given pursuant to Iowa Code chapter 21.

b. When it is determined by the chairperson of the board that an emergency meeting is required, the communications media shall be notified as far in advance of the meeting as time allows. The nature of the emergency shall be stated in the minutes.

c. Persons wishing to appear before the board shall submit their request to the department office not less than ten days prior to the meeting. Presentations may be made at the discretion of the chair and only upon matters appearing on the agenda.

d. Persons wishing to submit written material should do so at least ten days in advance of the scheduled meeting to ensure board members have adequate time to receive and evaluate the material.

1.4(6) In cases not covered by these rules, Robert’s Rules of Order shall govern.

1.4(7) The chairperson may appoint committees of the board as necessary to conduct the business of the board. Committee meetings shall comply with Iowa Code chapter 21.

1.4(8) The board shall:

- a.* Oversee the work of the department and, for this purpose, it shall have access at any time to all books, papers, documents and records of the department.
- b.* Report to the governor and the general assembly recommendations regarding the activities of the department when necessary.

201—1.5(904) Director. The governor appoints the director of the department of corrections. The director is responsible for the daily administration of the department. The operations are performed by four divisions. The deputy directors of these divisions report to the director of the department.

1.5(1) The appointment and qualifications of the director are mandated in Iowa Code section 904.107.

1.5(2) Duties of the director are prescribed in Iowa Code section 904.108.

1.5(3) The director shall have the authority to place on notice, intended administrative action, pursuant to Iowa Code chapter 17A by approval of the board of corrections. A report listing all rules placed under notice during the previous month shall be submitted to the board of corrections at its regular meeting for review. The board of corrections shall review and shall adopt rules following the period of public comment.

201—1.6(904) Organization of the department.

1.6(1) The deputy director of the division of institutions shall be responsible for the following institutions and facilities which are generally described herein. These descriptions are in no way binding on the director's authority to transfer inmates between institutions.

- a.* The Iowa state penitentiary, Fort Madison, which is classified as a maximum security facility.
 - (1) John Bennett facility, Fort Madison, which is classified as a medium security facility.
 - (2) Prison farms, Fort Madison, which are classified as minimum security facilities.
- b.* The Iowa state men's reformatory, Anamosa, which is classified as a medium security facility.
 - (1) Luster Heights camp, Harpers Ferry, which is a conservation commission camp administered by the men's reformatory at Anamosa and is classified as a minimum security facility.
 - (2) Reserved.
- c.* The Iowa correctional institution for women at Mitchellville is classified as a medium and minimum security facility.
- d.* Mount Pleasant correctional facility is classified as a medium security facility.
- e.* The Clarinda correctional facility is classified as a medium security facility.
- f.* The north central correctional facility, Rockwell City, is classified as a minimum security facility.
- g.* The Iowa medical and classification center, Oakdale, is classified as a maximum security facility for females and medium security facility for males.
- h.* The correctional release center, Newton, is classified as a minimum security facility.

1.6(2) The deputy director of the division of community corrections:

- a.* Shall be responsible for the following service areas:
 - (1) Contracting with the eight judicial district departments of correctional services for work release centers.
 - (2) Contracting with the eight judicial district departments of correctional services for parole services.
 - (3) Interstate compact services.
 - (4) Providing coordinated placement of work releasees and parolees with the district departments upon order of the Iowa board of parole.
 - (5) Jail inspection.

b. The deputy director of community corrections shall further provide assistance and support to the judicial district departments of correctional services and for periodic review and accreditation of these programs. The following services shall be provided in addition to parole and work release:

- (1) Pretrial interviews.
- (2) Pretrial supervision.
- (3) Presentence investigation.
- (4) Probation.
- (5) Residential services.
- (6) Community service sentencing.
- (7) Rescinded, IAB 3/20/91.
- (8) OWI facilities.

1.6(3) The deputy director for the division of administration shall be responsible for the following:

- a.* Budget development and control.
- b.* Personnel and training.
- c.* The corrections training center, Mount Pleasant.
- d.* Planning and development.
- e.* General administrative support.
- f.* Fiscal policy and procedures.
- g.* Evaluations and inspections.
- h.* Data processing.
- i.* Rescinded, IAB 3/20/91.

1.6(4) The deputy director for prison industries shall be responsible for the following:

a. The manufacturing/service/purchasing operations.

b. The activities and programs of the sales manager and territorial sales staff of Iowa prison industries.

c. The budget, income and expense forecasts and financial record keeping/reporting required to operate Iowa prison industries as a self-supporting activity.

These rules are intended to implement Iowa Code sections 904.101 to 904.108.

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CHAPTERS 2 and 3

Reserved